



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

## APPLICATION FOR CLAIMING EXPENSES FROM THE BEARD FUND OR UNIVERSITY BLUES FUND

### Beard Fund - Subscription Fees

St John's College will fund subscription fees of all University Sports Clubs (up to a maximum of £50) from the Paul Beard Fund.

### Cambridge University Blues Expenses

For those partaking in University Blues sports, an additional 50% of the cost of other qualifying expenses can be claimed, up to a maximum of £350 per individual, per academic year, regardless of the number of clubs you represent.

Qualifying expenses include:

- Compulsory team kit (standard kit essential for playing the sport)
- Essential travel and accommodation, including pre-season tours organised for the purpose of team selection – these must be paid for before claiming
- Subscription fees **only** if the Beard Fund has been used up

You cannot claim for:

- Costs associated with club dinners
- Purchase or hire of personal kit, such as Blues Blazer or Shoes
- Physiotherapy fees
- Room/Court/Field Bookings
- Monitors (such as heart rate)

Complete the form and send to Student Services, along with receipts (claims will not be accepted without receipts). Acceptable receipts are original till receipts, invoices, signed receipts. The receipts must be from or signed by the club's secretary/treasurer who can **confirm your status** (including as a blues member if applicable) in the club.

**Claims must be made within 14 days of incurring the cost (date paid) and no later than 15 June each year.**

### Payment Information

The default payment method will be a credit to your College Account unless you have confirmed otherwise. In order to change this to a bank transfer and change your preferred method for all future payments please update your bank details using the link below:

<https://www.joh.cam.ac.uk/tools/paymthd/>

Student Services will arrange payment and you will receive an automatic email once it has been processed. If anything else is required you will be contacted via email.

*Please turn over for application form*

## APPLICATION FOR CLAIMING EXPENSES FROM THE BEARD FUND OR UNIVERSITY BLUES FUND

Name:		CRSid:	
Name of CU Sports Team:		Blues Team Y/N:	

**Please list all items and attach the corresponding receipts to this form, if submitting multiple receipts please number them and make a note of the number in the 'Receipt No.' column:**

Description of cost	Supplier	Receipt No.	Total Amount on Receipt
			£
			£
			£
			£
			£
			£
			£
			£
			£
<b>Total Amount:</b>			£

Signature of student:		Date:	
-----------------------	--	-------	--

---

### TO BE COMPLETED BY STUDENT SERVICES

Amount Approved:			
Comments:			
Beard Fund	£	Blues Fund	£
Signature:		Date:	